

ODP 9-397
9 March 1979

MEMORANDUM FOR: Executive Officer, DDA

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Suggested Topics for DDA Office Director's
Conference

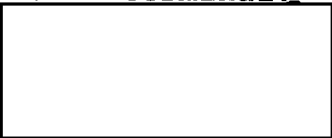
1. During Monday's staff meeting you requested suggested topics for the forthcoming DDA Office Director's Conference. Below are my suggestions:

- ✓ a. Report by the Director of Security on the recommendations in the recent security study which impact the interests and resources of the DDA.
- ✓ b. Discussion of the problems created by conflicting Agency policies and goals as regards the use of contractors:
 - (1) Logistic policies encourage greater competition in procurements. Each time a new vendor is selected to provide service in Headquarters, a need is generated for: Additional VNE badges (the DCI is trying to reduce VNE badges); additional SCI clearances (the DCI has directed that these be limited); and, additional building space for shop facilities and spare parts (there is no space available).
 - (2) Staffing limitations force greater use of contractors to carry on essential services but the badge and clearance problems limit effective use of these contractors. This is exacerbated by the rapid turnover of contractor personnel assigned to Agency contracts.
 - (3) Discontinuance of security escort service by the Office of Security to accommodate reductions in their ceiling complicates greater use of non-badged contractors.

- (4) Inconsistent practices and policies in the Agency regarding the use of contractors in sensitive operations leads to frustration and false starts on the part of operating managers.
- c. Discussion of how the Agency can continue to be creative and forward looking and solve its many known problems in the absence of any resources for new initiatives--particularly personnel resources. Examples in ODP (I'm sure there are many other examples in other DDA components):
- (1) ODP must establish a property accountability system to look after \$55M in hardware inventory. No such system exists now. We have available less than half the positions needed for this purpose.
 - (2) ODP needs three people to solve several serious computer security problems highlighted in a recent security audit. The Office of Security needs four. There are no positions available.
 - (3) ODP has been criticized in the EAG for not capitalizing on the opportunities presented by the increasing capabilities and decreasing costs of minicomputers, but we have been denied all resources we have requested for this purpose.
 - (4) ODP has designed a new personnel system (PERSIGN), a new analyst tool (TADS), an electronic mail system for handling cable traffic (AMPS), and others. We have been denied all the personnel resources we have asked for to operate and support these systems on a continuing basis.
 - (5) The largest and most expensive system ODP has built, CAMS, has actually cost us manpower resources. The manpower we requested to develop and support this new initiative was denied. Furthermore, our overall staffing was actually reduced by 5 positions in FY-80 due to an uninformed and erroneous CAMS decision by the RMS.

With this kind of experience behind us, ODP is extremely reluctant to attempt new initiatives in the current environment because we do not get Agency support for the resources to implement such initiatives. We can see golden opportunities for new initiatives in the areas of minicomputers, word processors, microcomputers, electronic mail and office automation. But we hesitate to move out because we know it will cost us. In such an environment, do nothing new appears to be the best course. At least we can continue to support existing systems and provide current services reasonably well. New initiatives without supporting resources can only degrade the quality of our existing services. Naturally, in such a "nothing new" environment, we will lose our creative people.

- ✓ d. Comments by the DDA on what he judges our EEO posture to be and where he sees us going in this area. The DDA has met with his Office Directors and reviewed their EEO status and plans. As a result of this review, has he formed any initial plans on where we should go and how should we go about it?
- e. Presentation by a DDA staffer on the NAPA personnel management study report and on the application to Agency personnel management of some of the principles found in the Civil Service Reform Act.
- f. Report by D/ODP on the new standard Agency soft copy terminal and possible impact of the DDCI/OMB-imposed limits on the purchase of this terminal.


Clifford D. May, Jr.

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3/12

TO: EO/DDA

SUBJECT: Suggested Items for Office Directors' Conf.

1. Review DDA's relationship with other Directorates, pressure points, etc., including taking time to discuss relationship with ORD (R&D).

2. Not more than 30minutes should be devoted to Security Program in Directorates such as Security education, appointed security designees in various offices - training individuals.

phoned in by

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